

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

March 28, 2008

SUBJECT: DEPARTMENT MANUAL SECTION 3/258.01 - FAILURE TO MEET
QUALIFICATION REQUIREMENT - REVISED

PURPOSE: This Order revises Department Manual Section 3/258.01. Effective immediately commanding officers **may** initiate a personnel complaint for a Failure to Qualify (FTQ) involving an employee under his/her command. This change is intended to allow commanding officers the opportunity to exercise employee development options, other than a formal complaint, when faced with an officer failing to qualify with a firearm.

POLICY: When notified that an officer, reserve officer, or security officer under his or her command fails to meet the qualification requirement and the officer does not have a valid exemption as defined by Manual Section 3/258.02, the concerned commanding officer **may** initiate a Complaint Form, Form 01.28.00. Commanding officers shall be responsible for the administration of disciplinary action resulting from failures to qualify.

AMENDMENT: This Order amends Section 3/258.01 of the Department Manual.

AUDIT RESPONSIBILITY: Bureau Commanding Officers shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

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